DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 190-13
CHANGE 1

25 November 1996

Military Police

THE ARMY PHYSICAL SECURITY PROGRAM

This change is necessary to clarify the requirements to conduct unannounced inspections of badging procedures.

1. AMC Supplement 1, 22 September 1995, to AR 190-13, 30 September 1993, is changed to read as follows:

Page 9 paragraph 5-3. Delete subparagraph 5-3.e. and replace with the following:

e. Procedures for control and accountability of cards and badges will, as a minimum, include --

(1) Appointment by the installation or activity commander in writing, of a security credential custodian (and assistants), and written procedures for issue, turn-in, recovery, and destruction.

(2) Semiannual 100 percent inventories unannounced inspections will be conducted by a disinterested person(s) appointed in writing. A written record of the inventory and inspection will be provided to the Provost Marshal/Security Officer (PM/SO) and will be kept on file for 1 year. Unannounced inspections, which will review compliance with local badging procedures and those contained in AR 600-8-14, Chapter 10, and AMC Suppl 1 to AR 190-13, para(s) 5-1 through 5-4, may be conducted by personnel within the PM/SO, as long as the person is not within the direct rating chain of the person being inspected. Written appointment is not required; however, a written report will be provided to the PM/SO and will be retained on file for 1 year. Unannounced inspections will not be conducted within 30 days preceding or following the semiannual inventory.

(3) Maintenance of a current and complete register of all security credentials reflecting numbers on-hand, numbers issued, and to whom, and other disposition, e.g., lost, mutilated, or destroyed.

(4) Prompt invalidation of lost credentials. A current listing of these documents will be provided to all on-shift security personnel for their use in determining access authorization to areas in which security badges are required to be worn.

(5) Securing credentials maintained at access control points during nonoperational hours.

(6) Prompt recall and destruction (within 60 days) of mutilated, defective, or obsolete badges.

2. File this change in front of the supplement.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-S, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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AMC Supplement 1
to AR 190-13

22 September 1995

Military Police

THE ARMY PHYSICAL SECURITY PROGRAM

Applicability. This supplement applies to Headquarters (HQ), U.S. Army Materiel Command (AMC); major subordinate commands (MSC); their subordinate installations and activities, to include Government-owned contractor-operated (GOCO) facilities; Contractor-owned, contractor- operated facilities (only when specifically addressed in this supplement); and separate installations and activities reporting directly to HQ AMC.

Supplementation. Approval for this supplement was granted 22 Aug 95 by Headquarters, Department of the Army (HQDA) (DAMO-ODL). Further supplementation of this regulation is prohibited unless prior approval is obtained from HQ AMC (AMCPE-S). When supplements are approved and issued, one copy of each will be furnished to HQ AMC (AMCPE-S), and Chief, AMC Security Support Division (SSD), ATTN: AMXMI-SD

AR 190-13, 30 September 1993, is supplemented as follows:

Page i, Proponent and exception authority. Add the following at the end:

Deviation from mandatory standards and procedures is permitted only when a waiver or exception has been granted. Requests for waiver or exception to this regulation will be submitted to the Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-ODL-S, 400 Army Pentagon, Washington, DC 20310-0400, through the Chief, AMC Security Support Division, ATTN: AMXMI-SD, Fort Gillem, Forest Park, GA 30050-5000 and the Commander, U.S. Army Materiel Command, ATTN: AMCPE-S, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. All requests for waiver or exception must contain sufficient justification, compensatory measures with cost estimates, and be submitted in the format prescribed in appendix G of this supplement. Outside continental United States (OCONUS) AMC elements, supported by host-tenant agreements, will forward

*This supplement supersedes AMC Supplement 1, 2 August 1990, to AR 190-13, 20 June 1985.

waiver/exception requests through their host-tenant headquarters and provide an information copy of the request to their respective major subordinate command (MSC), and this headquarters.

Page 4, paragraph 1-23b(3). Add the following at the end:

Installation physical security plans or plant protection plans will be signed by the installation commander or contracting officer's representative (COR), as appropriate. Field operating activity plans, if required, will be signed by the head of the activity. Plans applicable to GOCO facilities will identify all security directives necessary to function under the operating contract plant protection clause. AR 190-13, appendix A, will be used as a guide in identifying appropriate security directives. A listing of applicable directives will be attached to the plant protection plan as appendix K (see appendix F, page F-4) of this supplement.

Page 4, paragraph 1-24b. Add subparagraphs (7) through (10):

(7) Commanders or civilian directors of MSCs, installations, and separate reporting activities are responsible for implementation of policies and procedures established by this regulation. AMC tenant activities will comply with host installation policies and procedures per negotiated support agreements. However, internal functions will be governed by pertinent policies and procedures specified in this regulation. Commanders will appoint a provost marshal or security officer to supervise and administer the security program for their organizations.

(8) Commanders or directors located on non-AMC installations or in GSA-leased or owned facilities will ensure necessary security considerations are included in applicable memoranda of understanding, contracts, or support agreements.

(9) Commanders of AMC installations with tenant activities will ensure support agreements with the tenants clearly delineate the security requirements of both parties.

(10) Copies of those portions of support agreements which define security responsibilities will be retained by the respective provost marshal or security officer.

Page 5. Add paragraph 1-28:

The Chief, AMC SSD, will conduct physical security surveys (PSS) of AMC installations and activities.

Page 5, paragraph 2-1. Add subparagraph d:

d. Similarly, product physical security requirements must be fully integrated into the acquisition process to protect materiel located at contractor facilities for which AMC is responsible. This will be accomplished by ensuring applicable Department of Defense (DOD) manuals, instructions, and regulations are incorporated into all production or supply contracts to be performed at contractor-owned, contractor-operated (COCO) facilities.

Page 5, paragraph 2-1b. Add the following at the end:

Within AMC, responsibility for physical security programs rests with installation commanders. Within the European Theater, responsibility for physical security programs rests with U.S. Army, Europe (USAREUR) Area Support Group (ASG) commanders per an existing memorandum of understanding (MOU) between HQ AMC and USAREUR. Overall operational responsibility for the physical security program will be a critical element in provost marshal and security officer performance standards.

Page 5, paragraph 2-2. Add subparagraph d:

d. AMC Crime Prevention Program will be established in accordance with AMC Regulation 190-31.

Page 5, paragraph 2-4d. Add the following at the end:

Arms, ammunition, and explosives storage facilities or areas and demilitarization facilities or areas (excluding open burning grounds and demolition ranges) will be designated as mission-essential or vulnerable areas. Commanders may add other facilities as deemed appropriate. Guidance in AR 380-19 and AMC Supplement 1 thereto will be followed in the designation of data processing locations and facilities.

Page 6, paragraph 2-5. Add subparagraphs g(1) through (3):

g. Commanders will maintain plans to secure the installation and replace security personnel in the event of loss through mobilization. As a minimum, the following information will be maintained and kept current in the installation physical security plan or plant protection plan, paragraph 10 (Emergency actions):

(1) The number of security personnel who are members of National Guard (NG) units.

(2) The number of security personnel who are members of Armed Forces Reserve (AFR) units.

(3) The number of security personnel who are not members of NG or AFR units but who would be subject to recall in the event of mobilization, e.g., Individual Ready Reserve, military retirees with "hip-pocket" orders, etc.

Page 6, paragraph 2-8. Add subparagraph c:

c. Within AMC activities and centers located on any DoD installation, facility commanders, chiefs, or directors will determine if an installation-wide threat statement has been developed that includes the tenant. If not, a local threat statement will be prepared. Local threat statements may also be prepared if host statements are considered to be inadequate. AMC host installations will include tenants in installation-wide threat statements. Tenants will be included in the review of statements to ensure their security concerns are addressed. Statements will be updated whenever significant changes to the threat posture occur.

Page 6, paragraph 2-9. Add the following at the end:

Installations will use the expanded format depicted in appendix F of this supplement. All tenant activities on AMC installations will be included in the host physical security plan. Those AMC tenant activities located on non-AMC installations will prepare physical security plans per appendix F. Plans/plant protection plans will be kept current, and a copy, to include changes or revisions, will be furnished to SSD (AMXMI-SD), which serves as office of record for all AMC plans. Instances where security standards imposed by AMC or one of its intervening commands are greater than those required by a non-AMC host, the AMC physical security requirement will apply.

Page 7, paragraph 2-10c. Add the following at the end:

Within AMC, physical security surveys will be scheduled by Chief, SSD.

Page 7, paragraph 2-10d. Add the following at the end:

Reports of corrective actions resulting from PSSs will be forwarded through command channels to SSD (AMXMI-SD). AMC elements located in the European Theater will forward reports of corrective actions resulting from PSSs through AMC-Europe (AMXEU- OPI) and the Commander, Industrial Operations Command (AMSIO-DMP) to SSD (AMXMI-SD). Information copies will be provided to USAREUR (AEAPM-O-PS). Installations or activities will respond to survey reports within 90 calendar days from date of formal report. Suspense dates for subsequent responses will be established by SSD, as appropriate. Responses will be per appendix H of this supplement.

Page 8, paragraph 2-12. Add the following at the end:

SSD (AMXMI-SD) will review the surveyed installation's or activity's security inspection reports, as well as the overall effectiveness of the physical security inspection program. An evaluation of these programs will be included as a part of the PSS of the installation or activity. These records will be maintained in active files until completion of the next physical security survey. Within the European Theater, the ASG and/or Base Support Battalion (BSB) is responsible for conducting physical security inspections of all tenant activities. Copies of security inspection reports received by AMC elements will be forwarded to AMC-Europe (AMXEU-OPI).

Page 13, paragraph 3-2b. Add the following at the end:

Civilians will receive the same or comparable resident training courses specified for military inspectors. These civilians will be cleared for access to SECRET national defense information before being issued physical security inspector credentials and before conducting physical security inspections.

Page 14, paragraph 3-4b. Add subparagraph (6):

(6) Physical security inspector credentials will be issued to selected physical security inspectors by the responsible MSC provost marshal or security officer. The MSC provost marshals or security officers will request bulk issue (ten or more credentials) from HQ AMC (AMCPE-S), as needed.

Page 17, paragraph 4-7d(2). Add the following at the end:

Requests for purchase, issue, lease, or lease renewal of nonstandard physical security equipment (PSE) will be processed as indicated in paragraphs 4-7d(3) and 4-7(d)5 of this supplement.

Page 17, paragraph 4-7d(3). Add the following at the end:

PSE projects to be funded with management decision package (MDEP) monies, (e.g., VTER, QPMA, RJC6, etc.) will be formalized into functional criteria packages (AR 415-20) and forwarded through the appropriate MSC to Commander, Installation and Services Activity (I&SA), ATTN: AMXEN-C, Rock Island Arsenal, IL 61299- 7190, for PSE review and approval. Concurrent submissions will be made to the SSD, ATTN: AMXMI-SD, to assist in the PSE review process. Submissions also will be made to appropriate elements of the U.S. Army Information Systems Command. I&SA will consolidate all review comments and forward the approved criteria package to the appropriate district engineer. I&SA is responsible for coordinating with appropriate AMC elements to ensure those required to participate in predesign conferences are invited on a

timely basis. Projects specifying issue, purchase, lease, or lease renewal of nonstandard PSE must be supported by information required in paragraph 4-7d(5)(d) of this supplement.

Page 17, paragraph 4-7d(3)(b). Add the following at the end:

A security engineering survey (SES) (para 2-14, AR 190-13) will be performed when planning any new construction or renovation or upgrades to existing facilities where there are likely to be physical security requirements. The scope of the security engineering survey will be determined by the magnitude of the project. A copy of the SES results when conducted in support of PSE projects described in paragraphs 4-7d(1), (2), and (3) of this supplement, will be provided to the SSD, ATTN: AMXMI-SD,to facilitate the PSE review process.

Page 17, paragraph 4-7d(3)(c). Add the following at the end:

Requests for SESs beyond the capability of the installation will be forwarded through the MSCs to the AMC SSD, ATTN: AMXMI-SD, with copies furnished to I&SA, ATTN: AMXEN-C. SSD will review the request for completeness, will conduct those within its capability, and will forward others to I&SA, who is responsible for coordinating with HQ, U.S. Army Corps of Engineers. Requests for SESs for AMC elements located in the European Theater will be forwarded to AMC-Europe, ATTN: AMXEU-OPI. AMC-Europe will coordinate the request with USAREUR Provost Marshal to ensure inclusion of the project into USAREUR's funding forecast for intrusion detection systems (IDS). Within AMC, funding for SESs is the responsibility of the requesting installation.

Page 17, paragraph 4-7d(3)(d). Add the following at the end:

Within AMC, funding for site surveys is the responsibility of the requesting installation.

Page 17, paragraph 4-7d(5)d. Add the following at the end:

To facilitate the technical review and approval by HQ AMC, justifications for issue, purchase, lease, or lease renewal of nonstandard PSE will be forwarded through the appropriate MSCs to SSD, ATTN: AMXMI-SD.

Page 19, paragraph 4-13. Add subparagraph d and e:

d. Develop instructional materials and train security personnel to operate the system. Further, provide training to employees working in protected areas so they will be familiar with the system in use.

e. Prepare an IDS standing operating procedure (SOP) which includes procedures for responding to alarms. DA Form 4930-R (Alarm/Intrusion

Detection Record), which is contained in the Glossary, Physical Security Update 10-3, will be used to record all alarms. A computer-generated printout of alarms may be used as a substitute provided all required information on the DA Form 4930-R has been included or supplemental information is included in a log. The SOP also must address operation of the monitor console, control of operational and maintenance keys, and procedures for testing and maintaining the system. Unless more stringent requirements are imposed by Army regulations, quarterly operational checks of all sensors will be conducted by security or operational personnel. Where advanced sensor systems provide the capability to remotely stimulate individual sensors, via an electronically activated sensor phenomenology device, this capability may be used to fulfill testing requirements. Annual maintenance inspections will be made by organizations or personnel designated to service the system. This will be a complete system evaluation to ensure it meets manufacturer's performance standards. Documentation of the above tests and inspections will be kept on file until the next test or inspection is accomplished.

Page 20, paragraph 5-1. Add subparagraph c:

c. Where security identification cards or badges are used as a method of personnel movement control for a designated and posted restricted (i.e., controlled, limited, or exclusion) area, they will be issued to all personnel entering that area.

Page 20, paragraph 5-2. Add subparagraphs g through q:

g. Security identification cards or badges issued to assigned military, civilian, and contractor employees will be photographic and reflect the bearer's signature. Badge inserts produced by means of an instantaneous photographic process may be used. Inserts manufactured by this means will employ different and easily distinguishable color coding. This may be accomplished by means of colored backdrops for the holder's photograph, colored inserts, colored tapes, or similar devices which indicate the category of holder, e.g., employee, visitor, vendor, or contractor. Cards and badges will be laminated or sealed to preclude tampering or alteration and will have attachments that permit fastening to clothing or suspension around the bearer's neck. The card or badge will be worn above the waist on the front of the body and will be worn at all times while the bearer is within an area requiring such identification, unless safety or security considerations dictate otherwise. Security identification cards and badges will not be worn or otherwise used for identification purposes outside the areas for which they were issued.

h. New photographs will be made when there is significant physical change in facial appearance.

i. Nonphotographic temporary employee badges will be issued to permanent employees who have forgotten or lost their photographic employee badge. A pass reflecting the name of the employee, employee signature, expiration date, and serial number of the temporary badge will be issued in conjunction with the temporary employee badge.

j. Nonphotographic visitor badges will be used in conjunction with a pass except when visitors are under constant escort. Such passes will reflect the name of the visitor, physical description, bearer's signature, expiration date, serial number of the visitor badge, and identify the area(s) to be visited.

k. Nonphotographic visitor badges will reflect "Escort Required" or "No Escort Required" stamped or printed across the face of the badge. This indication of escort requirement will be of a distinctive size and color to allow easy discernment. All visitor badges will be distinctly marked with a large "V." At a minimum, the "V" must be of the size recommended for photographs on badges issued to assigned personnel, i.e., 1 inch wide and 1-5/16 inches in height.

l. Registers reflecting the issue of nonphotographic visitor badges will be maintained. These registers will reflect the recipient's name (printed and signature), organization, area to be visited, date and time in, date and time out, badge number, and name of escort, if applicable. Registers will be destroyed 6 months after conclusion of visit and return of badges.

m. Issued security badges will not be duplicated, used for identification outside the areas for which they were issued, or have items affixed which obscure any portion of the badge.

n. Badges maintained at entrance and exit points will be inventoried jointly each time responsibility for the custody of badges is changed and at the beginning and end of each duty day or shift. All badges not accounted for will be reported immediately to the provost marshal or security officer. A written record of inventories will be maintained and destroyed after 6 months, unless discrepancies are reflected or more stringent procedures are required by other Army regulations. Inventory records showing evidence of lost or unaccounted for badges will become a part of the investigative files concerning the incident. When badges are left unattended, they will be locked in containers of at least 20-gauge steel or material of equivalent strength. Containers will be secured to the structure to preclude easy removal and in locked buildings or rooms with structural features which minimize the likelihood of unauthorized entry. Containers will be secured with a lock meeting or exceeding Commercial Item Description (CID) A-A-1927 -- Grade II, Class 1, Type A or an approved 3-position combination padlock, i.e., GSA approved changeable combination padlock built to Federal Specifications FF-F-110 (Sargent and Greenleaf Model 8077AD).

o. Badge inserts will be serially numbered when printed or immediately upon receipt and will include the following statements:

(1) "Property of the United States Government."

(2) "Postmaster: Postage guaranteed. Return to (name and address of command)."

(3) "Warning: Issued for official use of holder designated hereon. Use or possession by any other person is unlawful and will make offender liable to heavy penalty. Title 18, U.S. Code, Sections 499 and 701."

(4) "Loss of this badge must be reported at once."

p. When rebadging the entire system, replacement security badges will be of a different design or color to ensure easy differentiation between the old and new issues.

q. The use of security identification cards and badges, other than the two types (photographic and nonphotographic) described above, is prohibited.

Page 20, paragraph 5-3. Add subparagraphs e(1) through (6):

e. Procedures for control and accountability of cards and badges will, as a minimum, include --

(1) Appointment by the installation or activity commander in writing, of a security credential custodian (and assistants), and written procedures for issue, turn-in, recovery, and destruction.

(2) Semiannual 100 percent inventories will be conducted by a disinterested person(s) appointed in writing. A written record of the inventory will be provided to the provost marshal/security officer and will be kept on file for 1 year. Unannounced inspections may be conducted by personnel within the provost marshal/security office, as long as the person is not within the direct rating chain of the person being inspected. Written appointment is not required; however, a written report will be provided to the provost marshal/security officer and will be retained on file for 1 year. Unannounced inspections will not be conducted within 30 days preceding or following the semiannual inventory.

(3) Maintenance of a current and complete register of all security credentials reflecting numbers on-hand, numbers issued, and to whom, and other disposition, e.g., lost, mutilated, or destroyed.

(4) Prompt invalidation of lost credentials. A current listing of these documents will be provided to all on-shift security personnel for their use in determining access authorization to areas in which security badges are required to be worn.

(5) Securing credentials maintained at access control points during nonoperational hours.

(6) Prompt recall and destruction (within 60 days) of mutilated, defective, or obsolete badges.

Page 20, paragraph 5-4a. Add the following at the end:

Restricted controlled area badges must be replaced no later than 5 years from the date of issue or when 10 percent are unaccounted for or lost.

Page 21. Add paragraph 5-5, 5-5a, and 5-5b:

5-5. When entry control rosters (ECR) are used for controlling entry into restricted areas, ECR will be --

a. Kept current and revalidated at least every 12 months by the installation provost marshal, security officer, or designated representative.

b. Changes to ECR will be in writing and signed by the installation provost marshal, security officer, or designated representative. Changes will be issued by the appropriate authority immediately upon notification of additions or deletions. Pen and ink changes are authorized. Signatures of individuals making pen and ink changes will be annotated on rosters. Signature cards will be maintained at access points for persons authorized to sign ECRs and changes thereto.

Page 22. Add paragraph 6-7.

6-7. Restricted Area Physical Security Standards.

a. Minimum physical security standards for restricted (exclusion) areas are --

(1) Access limitations. All visitors, including maintenance and support personnel who are required to enter the area to perform essential repairs or similar functions, will be escorted at all times to preclude their access to classified or other sensitive material.

(2) Access authority. Access lists or entry control rosters are mandatory. Positive identification is required in conjunction with the access list or entry control roster. The number of persons authorized access will be kept to a minimum.

(3) Access controls. Security personnel will be posted at entry points during operational hours. Security personnel will be posted or protective alarms will be activated at entry points during nonoperational hours. A badge exchange system will be used under the direct control of security personnel at entry points, except that operating personnel may control access at classified communications facilities and within exclusion areas under the provisions of ARs 50-5-1, 190-54, and 190-59. The necessity for badge exchange procedures will be determined locally for such facilities.

(4) Protective barriers. Protective barriers are mandatory for the entire perimeter. At a minimum, FE-6 chain- link fencing will be used and walls, floors, ceilings, and roofs forming parts of barriers must provide protection equal to FE-6 chain-link fencing. Opaque barriers will be used, as necessary, to preclude visual compromise of sensitive or classified material.

(5) Protective lighting. Protective lighting with an auxiliary power source is mandatory. Perimeter barrier clear zones will be illuminated.

(6) Intrusion detection system (IDS). IDS is required on building entrances and in areas or rooms where protected material is stored.

(7) Posting of signs. Signs meeting the criteria established in basic regulation, paragraph 6-4c, will be posted per paragraph 6-4a.

(8) Security patrol requirements.

(a) Where facilities are not protected by IDS, continuous security surveillance is mandatory.

(b) Where facilities are protected by IDS, checks by security personnel at intervals not exceeding 4 hours are mandatory.

b. Minimum physical security standards for restricted (limited) areas are --

(1) Access limitations.

(a) For areas containing classified material, only personnel with an official need-to-know and appropriate security clearance will be allowed unescorted entry. All other persons will be continuously escorted.

(b) For areas containing high-dollar-value or sensitive material, an official purpose and positive identification must be determined. Escort requirements will be established locally.

(2) Access authority. Access lists, entry control rosters, or an authorized badge system may be used as determined by the concerned commander.

(3) Access controls. Security personnel, receptionists, supervisory operational personnel, or electromechanical access devices will control entry points.

(4) Protective barriers. Barriers are recommended for the entire perimeter. Fencing, if used, will be, at a minimum, FE-1 (CE Drawing 40-16-02). Buildings may be part of the barrier so long as the structural features provide protection equal to FE-1 barbed wire fencing. Opaque barriers will be used, as necessary, to preclude visual compromise of classified or sensitive material.

(5) Posting of signs. Posting of signs will be per AR 190-13, paragraph 6-4.

(6) Security patrol requirements.

(a) Where the area is not protected by IDS, security personnel inspection is mandatory every 4 hours during nonoperational periods.

(b) Where the perimeter barrier or all interior facilities requiring protection have IDS, security personnel inspection is mandatory every 8 hours during nonoperational hours.

(c) Where the perimeter barrier and interior facilities have IDS, security patrol frequencies will be determined locally.

(d) Each structure or room containing a security interest will be physically checked at least once during each shift when not occupied by operational personnel.

c. Minimum physical security standards for restricted (controlled) areas are --

(1) Access limitations. Personnel with an established need to enter.

(2) Access authority. As determined by the commander.

(3) Access controls. Security personnel, receptionists, operational personnel, or electromechanical access devices may be used to control entry points when determined necessary by the commander. An authorized badge system will be utilized.

(4) Protective barriers. Fencing should be considered for movement control purposes, but will be installed only when deemed appropriate by local commanders to protect property or material for which they are responsible.

(5) Posting of signs. Posting of signs will be per AR 190-13, paragraph 6-4.

(6) Security patrol requirements. Required at intervals not to exceed 8 hours during nonoperational periods. Patrol frequency during operational hours will be determined locally.

Page 23. Add Chapter 9:

Chapter 9

ADDITIONAL SECURITY REQUIREMENTS

9-1. Nonmedical Note R Items.

a. Tax-free alcohol and standard precious metals containing gold and platinum (platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium) are identified as Note R items in the Federal Supply Catalog. Similarly, these materials bear the Controlled Inventory Item Code (CIIC) of R in the Army Master Data File (AMDF).

b. Nonmedical Note R items (i.e., tax-free alcohol and standard precious metals containing gold and platinum), which are used or stored by AMC installations or activities and meet the criteria delineated in c, below, will be secured per Chapter 4, AR 190-51. Accountability and inventory requirements established by AR 710-2 (with AMC supplement) will be followed. AMC-R 740-17 established inventory requirements at the wholesale level. Definition of "wholesale" and "retail" can be found in the consolidated glossary of the Unit Supply Update Handbook.

c. To preclude the imposition of unnecessarily stringent security requirements concerning nonmedical Note R items that have precious metals as part of their content, silver has been purposely excluded from consideration. The following criteria (i.e., each of the four separate considerations must be present) determine precious metals requiring the security and accountability procedures of Chapter 4, AR 190-51, and AR 710-2 (with AMC supplement):

(1) AMDF columnar heading CIIC (Controlled Inventory Item Code) reflects code R (denotes precious metals, a drug, or other controlled substance designated as a Schedule I or II item per the Controlled Substance Act of 1970. It can also denote other selected sensitive items requiring storage in a vault or safe).

(2) AMDF columnar heading RC (Recoverability Code) reflects code A (denotes precious metal content, high cost, material in short supply, or hazardous material).

(3) AMDF columnar heading SCI (Special Control Item Code) reflects codes 1 (denotes any item for which distribution is closely supervised by the manager or the Army), 2 (denotes end items and replacement assemblies that are so important that central individual management throughout the entire supply system is required), or 4 (denotes a combination of codes 1 and 2).

(4) AMDF columnar heading PMI (Precious Metals Indicator Code) reflects codes F (denotes gold, 10 grams or more), H (denotes platinum, 10 grams or more), J (denotes palladium, 5 grams or more), L (denotes iridium, 20 grams or more), N (denotes rhodium, 15 grams or more), P (denotes osmium, 10 grams or more), R (denotes ruthenium, 10 grams or more), T (denotes silver-gold, combination 15 grams or more), V (denotes silver-platinum family, combination 15 grams or more), X (denotes silver-gold-platinum family, combination 15 grams or more), or Z (denotes gold- platinum family, 10 grams or more).

9-2. Use of Seals.

a. Strict seal accountability is a must, and accountability must be constant. Accountability starts with the manufacturer and ends with seal destruction. Seals, to be effective, must meet two basic requirements as to construction and accountability:

b. Seal construction.

(1) Seal will be strong enough to prevent accidental breakage during normal use.

(2) Seal design will be sufficiently complex to make unauthorized manufacture of a replacement seal difficult.

(3) Seal will provide readily visible evidence of tampering and preclude reconstruction after the seal is broken.

(4) Individual serial numbers will be embossed on each seal.

c. Seal accountability.

(1) Each seal will be strictly accounted for from manufacture to the time of application.

(2) Seal custodians, persons authorized to apply seals, and persons authorized to remove seals will be appointed in writing by the installation or activity commander, or persons designated to exercise that authority by the commander. These appointments will be kept to a minimum.

(3) Seals will be ordered or purchased from manufacturers by a single office within each organization and will be recorded serially in a log by the seal custodian. As an alternative, seals may be ordered by a single office on an installation and provided to subordinate and tenant elements on the installation per a documented agreement. Such an agreement must clearly delineate the responsibilities of both parties.

(4) Until issued to users, all seals will be safeguarded in a suitable locked metal container, limiting access, and under supervision of the custodian in a manner that will prevent unauthorized substitution or illegal use of seals.

(5) Seals not issued for actual use will be inventoried monthly and a record of same maintained.

d. Issuing seals to users.

(1) Custodians will issue seals to users, obtain a receipt, and record issuance by serial number.

(2) Each seal user will maintain a log showing numbers of all seals and the date received.

(3) Each user will sign for the seals by number and after application prepare a seal application log showing seal number, date and time applied, identification of item to which applied, and the name of the authorized person applying the seal.

e. Seal application and verification.

(1) Seal numbers will be entered in the designated place on pertinent transportation documents, e.g., bills of lading, gate passes, manifests, and in the user's seal application log.

(2) Trailers will be sealed as soon as the load is complete.

(3) Gate guards will check seal numbers against gate passes and shipping documents and note seal numbers, along with vehicle identification data, on the gate log.

(4) Persons receiving sealed shipments or equipment will examine the seal and record the number on the receipt.

(5) Whenever a seal is removed, broken, or suspected of having been compromised, the following actions must be accomplished.

(a) Record pertinent information including date and time seal was removed, broken, or discovered broken; by whom; organization name; circumstances and justification for breaking the seal; new seal number, if applied; and person resealing.

(b) Make proper disposition of broken seals, which will be retained until it is determined whether the shipment contains discrepancies. If there are none, the seal will be destroyed. If any discrepancy is found, the broken seal will be sent to the security officer. If the shipment contains classified information, material, or equipment, the following actions will be immediately initiated: Secure the area, notify the commander, contact the local military intelligence support office, and conduct an immediate inventory by authorized personnel.

9-3. Control of movement and access by visiting contractor representatives.

a. It is vital to the proper conduct of procurement actions that contractor representatives not have intentional or inadvertent exposure to bidding or project information which provides an unfair advantage to a particular firm in its efforts to acquire Government contracts.

b. At a minimum, areas in which contractual processes are accomplished will be designated and posted as restricted (controlled) areas. This designation and posting of the areas requires that practical, positive procedures be implemented to identify and control personnel entering, departing, and moving within such areas. Particular attention must be given to procedures concerning visitor registers, badges, and escort requirements for persons who are provided access to these restricted areas.

c. While officials of various firms may have need for recurring access to areas in which procurement functions are accomplished, convenience alone must not be the basis for unescorted entry into such areas. Unescorted access will be permitted only when sponsoring activities can show a demonstrable recurring access requirement for a specified period of time, and for a purpose which will clearly further the conduct of U.S. Government business. AMC-R 632-1, Registration of Business Visitors, provides additional guidance.

Page 29. Add appendixes F, G, and H.

The proponent of this supplement is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-S, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX F

PHYSICAL SECURITY PLAN/PLANT PROTECTION PLAN

Copy No.
Issuing Headquarters
Place of Issue

1. Purpose. Briefly state object of plan.

2. Security areas. Refer to and attach as annexes documents designating and defining security areas and mission essential or vulnerable areas.

3. Control measures. Describe access movement controls for personnel, vehicles, and materiel into, within, and out of security areas.

a. Personnel access. Describe controls pertinent to security areas, to include --

(1) Access limitations (who can enter).

(2) Access authority (who can authorize access).

(3) Access controls (describe control, enforcement, badges, and lists).

b. Vehicle controls (to include rail). Describe --

(1) Controls for entrance and exit of vehicles.

(2) Parking controls.

(3) Policy on search of vehicles.

c. Materiel control. Describe incoming and outgoing procedures for --

(1) Documentation examination.

(2) Controlling admission and exit.

(3) Search and inspection.

(4) Special controls on delivery or release of supplies.

(5) Classified shipments.

4. Physical barriers. Describe or list --

a. Installation perimeter and security area barriers.

b. Gates (hours of operation and security requirements).

c. Clear zones (criteria and maintenance).

d. Signs (type and posting).

e. Inspection and maintenance responsibility.

5. Protective lighting. Describe or list --

a. Security areas where used.

b. Purpose and systems in use.

c. Actions to be taken in the event of power failures.

d. Auxiliary lighting (to include secondary or emergency power sources).

e. Inspection and maintenance responsibilities.

6. Intrusion detection systems. Describe or list --

a. Security areas where used.

b. Purpose and type of system in use.

c. Monitoring procedures (to include use of logs and registers).

d. Responses to be made in the event of an alarm.

e. Testing and inspection requirements.

f. Actions to be taken in the event of power failures.

g. Auxiliary (secondary or emergency) power sources.

h. Maintenance responsibilities.

7. Protective communications. Describe or list --

a. Types and locations.

b. Use.

c. Authentication requirements.

d. Maintenance and testing responsibilities.

e. Auxiliary (secondary or emergency) power sources.

8. Lock and key control. Describe or list --

a. Administrative and supervisory control procedures.

b. Systems and subsystems (number and location).

c. Types of locks used by systems.

9. Security forces. Describe or list --

a. Composition and organization (attach organizational chart as annex).

b. Areas of responsibility.

c. Tours of duty.

d. Uniforms, equipment, and arms.

e. Location of guard posts and patrols to include supervisors (attach as annex).

f. Special orders (attach as annex).

10. Emergency Actions. Indicate emergency actions of general application. Attach, as annexes, detailed plans such as disaster, bomb threat, and antiterrorism.

11. Coordinating instructions. Indicate matters which require actions by other military or civil agencies, to include --

a. Mutual assistance plans with host, tenant, nearby military installations, or civil authorities.

b. Liaison activities with local, state, and Federal agencies and military organizations.

SIGNATURE (Commander)

*Appendixes

A. Installation threat statement.

B. Natural disaster plan.

C. Bomb threat plan.

D. Installation closure plan.

E. Work stoppage plan.

F. Information Systems security plan.

G. Antiterrorism Plan.

H. Resource plan to meet minimum essential physical security needs. (NOTE: See Field Circular 19-45, Provost Marshal Financial Management, for guidance.)

I. Civil disturbance plan.

J. Communication plan.

K. Listing of all DoD/DA/AMC security directives necessary to function under the operating contract plant protection clause. (Note: This appendix is applicable only to GOCO facilities.)

*Annexes too bulky to be included with the plan, as well as those which are classified, will be identified by an insert showing their location.

APPENDIX G

PHYSICAL SECURITY WAIVERS AND EXCEPTIONS

G-1. Waivers provide only temporary relief from compliance with prescribed standards. Requests for waivers are appropriate if corrective actions can be accomplished reasonably by local administrative or work order action or by the initiation of a construction project. Waivers must be renewed if corrective actions have not been completed by the established expiration date. Requests for extension of waivers will include status of corrective action and any changes to the original request (e.g., compensatory measures, regulatory references, addition or deletion of areas and structures, and changes to projected milestones) and will state "first extension, second extension," etc., as appropriate.

G-2. Exceptions generally provide permanent relief from regulatory requirements. Requests for exceptions will be approved only when correction of a deficiency is not feasible and when security afforded by alternative measures or procedures is equivalent or better than that provided by the standard criteria. Commanders must request revalidation of exceptions every three years from date of approval or last revalidation or more recently if required by applicable regulations.

G-3. Requests for all waivers and exceptions will be submitted through established command channels as outlined on page 1 of this supplement. Requests not submitted in this format will be returned without action.

G-4. Requests for issuance, revision, extension, or revalidation of physical security waivers or exceptions will be signed by the commander of the installation, field operating activity, or separate reporting activity originating the request. Separate reporting activity is defined as an AMC element which is not an installation or activity subordinate to an intervening headquarters, but one which reports directly to HQ AMC. If the commander is a general officer, the request may be signed by the deputy commander or chief of staff.

G-5. Except for separate reporting activities, all requests will be submitted to intervening commands for review and endorsement prior to submission to SSD. All endorsements will recommend approval and provide the rationale for the recommendation. Endorsements will be signed by the commander of intervening commands. If the commander is a general officer, endorsements may be signed by the deputy commander or chief of staff. Requests which are not supported by intervening commands will be returned by the intervening command.

G-6. Compensatory measures are procedures or measures initiated in lieu of full compliance with regulatory or prescribed standards of security. Measures which are regulatory or prescribed are not compensatory. Compensatory measures must be initiated immediately upon determination that a deficient security condition exists for which a waiver or

exception is required. Implementation of such measures will not be held in abeyance pending submission or approval of a request for waiver or exception. Compensatory measures are essential to ensure that standards of protection equivalent to the regulatory requirements are maintained. Failure to accomplish mandated compensatory measures will result in revocation of the applicable waiver or exception. All requests for waivers or exceptions based upon compensatory measures must specify the estimated annual cost of such measures.

G-7. Paragraph 1f of the request will include explicit information as to the status of planned corrective action to include action to be taken, estimated cost, status of the action, and anticipated completion date. If action to correct the deficiency cannot be taken, the reasons must be stated. Waiver requests which do not indicate positive steps are being taken to correct deficient conditions may be denied.

G-8. Pertinent data concerning the upgrade project designed to correct deficiencies for which relief is sought will be enclosed with all requests for waivers or requests for extension of waivers.

G-9. Deficiencies which will be corrected within 60 days for chemical sites or within 90 days for conventional sites will not require a waiver; however, commander-approved compensatory measures must be initiated immediately. This provision does not apply to security requirements mandated by ARs 50-5, 50-5-1, 50- 6, and 190-54. For these regulations, deficiencies not corrected immediately, commander-approved compensatory measures will be implemented, and a request for waiver or exception will be submitted without delay.

G-10. Waivers and exceptions are not valid until approved by the designated approval authority. Waivers and exceptions will not be approved solely to eliminate an inconvenience or minimize expense. Waivers and exceptions will be considered individually. Blanket waivers and exceptions, i.e., covering all members or aspects of a large group or class of things, conditions, situations, etc., are not authorized. It is essential that deviations from established minimum security requirements be subjected to intense management until full correction and compliance are achieved.

G-11. The Physical Security Waivers and Exceptions Report is automated. Waivers and exceptions are purged from the database on established expiration or revalidation dates. Accordingly, requests for extension or revalidation of existing waivers and exceptions must be submitted to reach AMC SSD (AMXMI-SD) no later than 30 days prior to expiration or revalidation dates. Failure to submit such requests on a timely basis may require submission of a new request for waiver or exception. Waivers and exceptions must be reported through appropriate command channels for cancellation.

HEADING

OFFICE SYMBOL (MARKS NUMBER) DATE:

MEMORANDUM THRU

Chief, USAMC, Security Support Division, ATTN: AMXMI-SD, Fort Gillem, Forest Park, GA 30050-5000 (or commander of intervening command)

Commander, U.S. Army Materiel Command, ATTN: AMCPE-S, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

FOR Deputy Chief of Staff for Operations and Plans, ATTN: DAMO-ODL, 400 Army Pentagon, Washington, DC 20310-0400

SUBJECT: Request for Physical Security Waiver (or Exception)

1. Request the following physical security waiver (or exception) be granted:

a. Regulation. (Cite appropriate directive, regulation, or supplement, to include paragraph for which waiver or exception is requested.)

b. Standard. (Paraphrase the specific regulatory standard for which waiver or exception is requested.)

c. Reason standard cannot be met. (Provide specific details; include any material such as maps, photos, drawings, etc. which clearly illustrate the regulatory shortfall.)

d. Compensatory measures in effect and all costs related to those measures. (List actual measures; illustrate as required.)

e. Other factors bearing on the request. (Impact on other approved waivers or exceptions, impact on resources, impact of other security shortfalls such as fencing, lighting, clear zones, and intrusion detection systems, etc.)

f. Corrective actions. (Include explicit information as to actions being taken or planned to meet regulatory standards to include estimated cost and date of completion.)

2. The following waivers and exceptions are currently assigned: (List by identification number and assignment date. Do not list waivers or exceptions applicable to installation or MSC directives.)

SIGNATURE (Commander)

APPENDIX H

RESPONSE TO PHYSICAL SECURITY SURVEY (PSS)/ INFORMATION SECURITY PROGRAM INSPECTION (ISPI) REPORTS

H-1. Purpose. To provide proper procedures for reporting corrective action to survey or inspection reports. This appendix provides definitions, explains assigned ratings, and clarifies issues regarding what constitutes an acceptable response in order to reduce administration and expedite closure of PSS/ISPI reports.

H-2. Definitions.

a. Deficiency -- A condition which is not in accordance or compliance with written policy. A response is required for all deficiencies, unless corrected prior to completion of survey/inspection and so noted by inspection personnel.

b. Observation -- A condition which is, in the judgment of the inspector, a weakness in the security system where regulatory guidance is nonexistent. Recommendation(s) will be provided for commander's consideration. A response is not required.

c. Observation requiring response -- A subjective evaluation made by the inspector concerning circumstances that, if not corrected, could have a significant adverse impact on the security mission. A response is required, unless corrected prior to completion of survey/inspection and so noted by inspection personnel.

d. Comment -- Describes conditions or actions which impact on the overall security mission, e.g., description of waivers or exceptions and whether compensatory measures were fully implemented by the installation. No response is required.

H-3. Physical security survey and information security program inspection ratings.

a. Excellent -- Where the number of deficiencies noted was relatively few and the severity of each had little or no impact on the security mission.

b. Good -- Where the number of deficiencies noted and severity of each is such that the installation or activity can accomplish its security mission, provided actions are implemented to correct cited deficiencies.

c. Marginal -- This rating means that the number of deficiencies noted and severity of each is such that the security mission or posture of the installation or activity is at the lowest limit of acceptability. Positive actions are needed to bring the security program into full compliance with established policy

d. Poor -- Where the number and severity of cited deficiencies requires command attention to effect immediate corrective action on significant findings. This rating is awarded to installations or activities where the overall security mission is in need of aggressive measures to bring the program into compliance with established physical (or information) security policies and procedures.

H-4. Responses. The inspected activity's initial response to the report will, as a minimum, contain a full and complete statement of actions taken, to date, to correct the cited conditions. For those actions considered complete, a description of the action taken will be followed by the statement, "action completed." For those which have not been completed, a target date will be provided. For actions which are expected to take 6 months or more to complete (such as work orders or construction projects), milestones will be established. Subsequent endorsements must provide the status of milestone actions. Target dates considered to be unreasonable or unrealistic will be challenged.

a. A nonconcurrence with any finding will be stated in the initial response and will be supported by a full and complete justification for the nonconcurrence. When appropriate, correspondence or messages will be attached as enclosures to the response.

b. If the surveyed command does not understand a finding, clarification should be requested. Similarly, if there are questions concerning the appropriate corrective action, these questions should be identified in the initial response.

c. SSD will, by return endorsement, indicate concurrence or nonconcurrence with the actions taken or planned, and will provide clarification or answer any questions raised in the response.

H-5. Corrective actions. The following guidelines concerning statements of corrective action are provided:

a. Response must indicate specific action taken to correct each deficiency. Each response must provide a complete statement of corrective action(s), e.g., where a deficiency for failure to conduct an inventory of keys and locks on a quarterly basis has been cited, response must indicate that an inventory has been conducted; statements such as "procedures have been established to conduct quarterly inventories," or "personnel have been briefed on their responsibilities to conduct quarterly inventories" are not acceptable in that all actions needed to correct the condition have not been completed. In all situations, actions must be taken to correct the condition (if possible), rather than project future dates for correction; however, when immediate corrective action is not possible (requires completion of a work order request or Major Construction, Army (MCA) project), an acceptable response must indicate that a work order request or MCA project has been submitted as well as a request for waiver or exception.

In this regard, the deficiency will not be considered closed until the work order request or MCA project is complete, or an approved waiver or exception is issued.

b. A response which merely states "corrected" without explaining how a deficient condition was corrected is unacceptable.

c. Vague or incomplete responses will be returned for clarification or additional information.

d. Changes to physical security plan/plant protection plan (PSP/PPP) and new or revised supplements and SOPs generated as a part of corrective action must be enclosed with the response for review and inclusion with SSD installation files.

e. All responses to inspection reports must be signed by the installation commander or activity chief.

H-6. MSC review. Security personnel at MSC headquarters will review the installations or activity's first response to the PSS/ISPI for adequacy. In the event the response is determined to be inadequate or not in conformance with the above guidelines, it will be returned to the installation or activity for necessary correction or additional information. An information copy of the installation response and the MSC endorsement will be provided to SSD. All subsequent endorsements by the installation or activity will be reviewed by the MSC and will be forwarded to SSD for evaluation. All endorsements to the basic report forwarded to SSD for their evaluation will be signed by the commander, chief, or director at installation or activity level and by the commander, deputy commander, or chief of staff at MSC level. In the absence of the commander, the acting commander may sign when the signature block clearly reflects that status. However, signatures "for the commander" are not acceptable at the installation level. They are acceptable at MSC level when signed by the deputy commander or chief of staff. Responsibility to close survey/inspection reports remains with SSD.

H-7. Report closure. Compliance with the above procedures will reduce the volume of correspondence generated by elements involved in the inspection closure process. Inspection/survey reports will not be closed with outstanding deficiencies, unless they are covered by an approved waiver or exception. Reports may be closed if next scheduled survey/inspection is within 30 days and there are outstanding deficiencies. Closing comments will state that outstanding deficiencies will be items of special interest during the next survey/inspection.